



Job Title	Senior Redevelopment Specialist	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	5	Job Code	18476

Class Specification – Senior Redevelopment Specialist

Summary Statement:

The purpose of this position is to manage the housing rehabilitation program and the Capital Improvements for the Housing development division. This is accomplished by managing the allocated budget, identify projects, working with city agencies to leverage funds, ensuring the proper federal documents are completed, conducting public meetings, attending preconstruction meetings, visiting the site, meeting with city staff and engineers to review plans and create designs, talking to media, approving change orders, approving payments, and monitoring project process. Their duties include assisting with annual federal reports, managing and monitoring with non-profits, creating requests for quote, creating partnership with other agencies, providing service to both internal and external customers, running staff meetings, attending trainings, and interpreting and understanding federal, state and local regulations.

Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

Time % (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

60%

Manages the allocated budget for Housing Rehabilitation Program; assigns budgets to each housing program, monitors the budget for each program; supervises redevelopment specialists; completes staff performance to citizens groups; creating brochures and update policies and procedures; manages and monitors contracts with non-profit housing rehabilitation services; oversees multiple house rehabilitation and other aspects of neighborhood; holds public meetings with potential clients to explain the loan process and organize materials delivery; and creates invitations, flyers, and handouts.

30%

Manages the capital improvement program by managing the allocated budget; identifying projects; working with city agencies and nonprofit organization to collaborate funds; managing the project by providing a budget; ensuring the proper federal documents are completed at different stages of the project; conducting public meetings; attending preconstruction meetings; conducting site visits; meeting with city staff and engineers to review plans and participate in design development or review; talking to media; approving change orders and payments; monitoring project progress; and maintaining project files.



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10%	Performs other duties by assisting with annual federal reports; managing and monitoring contracts with non-profits; creating requests for quotes; creating partnerships with other agencies; writing letters to clients; providing customer service to both internal and external customers; attending trainings; conducting staff meetings; and interpret and understand federal state and local regulations.
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Competencies Required:

Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in engineering, construction management, public administration, or a related field.

Experience: Five years of full-time responsible construction, community services, neighborhood development, or community relations experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.



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Supervision Exercised:

Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Occasionally

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.